

**Missouri  
State**<sup>™</sup>  
UNIVERSITY

# **Registrar Annual Meeting**

**Thursday, September 4, 8:30-9:30  
a.m. and 3:30-4:30 p.m., PSU 313**

# Agenda

- **Introduction of staff and office**
- **Major system initiatives**
- **Future system updates**
- **Major processes of the office relevant to you**
- **Highlights**

# Introduction

- Meet the staff
- [Who does what?](#)
- Helpful tools on the [web](#)
  - Resources
  - Forms
  - [YouTube channel](#)

The collage displays various staff members from the Office of the Registrar. Each profile includes a photo, name, and a short bio. Key staff members mentioned include:

- Dr. John R. Smith**: Director of the Office of the Registrar.
- Michelle L. Smith**: Registrar.
- Dr. David L. Smith**: Registrar.
- Dr. Robert L. Smith**: Registrar.
- Dr. James L. Smith**: Registrar.
- Dr. William L. Smith**: Registrar.
- Dr. Charles L. Smith**: Registrar.
- Dr. Thomas L. Smith**: Registrar.
- Dr. Daniel L. Smith**: Registrar.
- Dr. Matthew L. Smith**: Registrar.
- Dr. Christopher L. Smith**: Registrar.
- Dr. Benjamin L. Smith**: Registrar.
- Dr. Alexander L. Smith**: Registrar.
- Dr. Jonathan L. Smith**: Registrar.
- Dr. David L. Smith**: Registrar.
- Dr. Robert L. Smith**: Registrar.
- Dr. William L. Smith**: Registrar.
- Dr. Charles L. Smith**: Registrar.
- Dr. Thomas L. Smith**: Registrar.
- Dr. Daniel L. Smith**: Registrar.
- Dr. Matthew L. Smith**: Registrar.
- Dr. Christopher L. Smith**: Registrar.
- Dr. Benjamin L. Smith**: Registrar.
- Dr. Alexander L. Smith**: Registrar.
- Dr. Jonathan L. Smith**: Registrar.

# Primary Responsibilities

- Degree Check
- Records
- Registration
- Veteran Student Services



**\* While these are our major responsibilities, the office operates in a cross-functional manner.**

# Role of the Registrar

**“A healthy and productive registrar’s office will continue to evolve as institutional needs, conditions, and expectations change”**

**Important functions of the registrar:**

- **Be a leader in the development of campus systems that tie the academic and administrative functions together.**
- **Validate the data that are flowing into and out of the system.**
- **Be a resource to all the system users of student information.**

***Pace, H. (2011). The evolving office of the registrar. College and University, 86(3), 2-7.***

# Major System Initiatives

- Degree Works
- College Scheduler
- Wait listing
- Application to Graduate
- Electronic transcripts
- Refund & drop deadlines

# Major System Initiatives

- **Degree Works** (degree audit system)
  - **Target date:** Go live October 2015 (can be used preparing for spring 2016 registration)

# Top 10 Things About Degree Works

- 10-Use of test scores and attributes (and why this will excite us!)

University Exit Examination Not Complete

<input type="checkbox"/> INTRODUCTION TO ACCOUNTING	
<input type="checkbox"/> Introduction to Accounting-Honors College	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Intro to Financial and Managerial Accounting	( 2 Classes in ACC 201 or 211* ) or
<input type="checkbox"/> Accounting Choices and Methods	( 1 Class in ACC 206* )

COMPREHENSIVE EXAMINATION

Comprehensive Examination Requirement Complete



# Top 10 Things About Degree Works

- 9-Graduate and pre-application transfer students get degree audits!

## Degree in Master of Science

On a case-by-case basis, Missouri State may accept graduate credit hours may count for up to 30 percent of the program of study.

## GPA Met

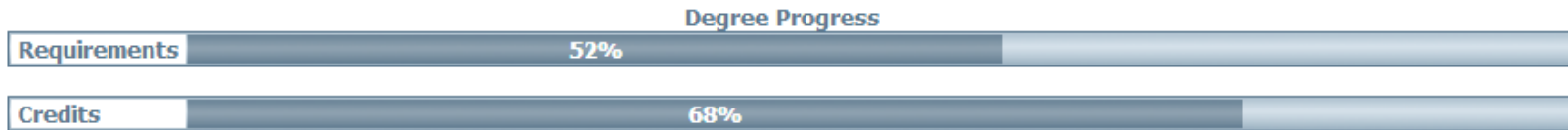
## Completion of Program Requirement

## Program in Def & Strat Studies/General

## Minimum hours required

# Top 10 Things About Degree Works

- 8-Bells and whistles (progress bars, departmental reports, web links)



# Top 10 Things About Degree Works

- 7-Transfer equivalencies are viewable in the degree audit

FRN 102

Elementary French II

Satisfied by: FREN115 - Comm In French 2 - Saint Louis University

# Top 10 Things About Degree Works

- 6-More information is available, but the length of the degree audit is shorter.

Student View A00008xK	
Student	B
ID	M
Classification	S
Advisor	
Overall GPA	3.

Level	Undergraduate
Degree	Bachelor of Science
College	Agriculture, School of
Major	Agronomy (BS)
Minor	

# **Top 10 Things About Degree Works**

- **5-You want an audit with 3 majors and 4 minors?  
You got it!**

# Top 10 Things About Degree Works

- 4-The return of what-if degree audits with multiple majors and minors

Select your primary area of study

Academic Year	Fall 2014	Major	Agricultural Bus/Agr Fin & Mgt
Degree	Bachelor of Science	Minor	Art History

Select your additional areas of study

Degree for additional areas	Bachelor of Science
Major	(pick a Major)
Minor	(pick a Minor)
Program	(pick a Program)

Chosen Areas of study

PROGRAM: Agr Bus/Agr Fin & Mgt-BS
MAJOR : Agricultural Bus/Agr Fin & Mgt
MINOR : Art History
MINOR : Accounting
MINOR : Dance
MINOR : Chinese

Add

# Top 10 Things About Degree Works

- 3-Interaction with the catalog and class schedule

Course Information - Google Chrome  
panda.missouristate.edu:8810/IRISLink.cgi

**ACC 201**    3 Credits    **Intro to Financial Accounting**    Print

Prerequisite: completion of 24 hours; and MSU GPA of 2.00; and combined (MSU and transfer) GPA of 2.00; and the math general education requirement with a grade of "C" or better. Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements. Credit by examination is available. A grade of "B" or better is required to take ACC 301, 321, or 532. 3(3-0) F,S

Sections:

Term	Crn	Section	Seats Open	Meeting Times
Fall 2014	40415	001	2 (out of 240)	Tu Th 11:00 - 12:15
	40432	003	0 (out of 55)	M W F 10:10 - 11:00
	40433	004	45 (out of 45)	TBA
	40438	301	0 (out of 55)	W 17:30 - 20:20
	40733	005	50 (out of 50)	M W F 11:15 - 12:05
	44293	002	0 (out of 55)	M W F 09:05 - 09:55
	44390	302	50 (out of 50)	
	45345	392	8 (out of 35)	Th 17:30 - 19:20
	45435	006	29 (out of 50)	M W F 12:20 - 13:10

Still Needed: 1 Class in ACC 211\*

# Top 10 Things About Degree Works

- 2-Click and drag student academic planner with degree audit validation

The screenshot shows the Degree Works interface for a student named Anna Leigh Keswick. The interface includes tabs for Worksheets, Plans, Notes, Petitions, Exceptions, and GPA Calc. The main area displays a plan for a BA General Education Plan. A table for Fall 2012 shows course requirements for HIST 101, including COMM 110, MATH 135, POLS 102, and BIOL 214. A sidebar on the right lists 'Still Needed' requirements, such as Degree in Bachelor of Arts, General Education Requirements, and Major in American Studies. The interface also includes buttons for 'View Plan List', 'New Plan', 'Delete this term', 'Reassign', 'Audit', 'Delete', 'Save As...', and 'Save'.

Critical	Course Requir	Credits	Minimum Grad	HIST 101 Campus	Delivery	Notes
<input type="checkbox"/>	COMM 110	3		Main Camp	Select	
<input type="checkbox"/>	MATH 135	4		Select	Select	
<input type="checkbox"/>	POLS 102	3		Select	Select	
<input type="checkbox"/>	BIOL 214	3		Select	Select	

Critical	Placeholder	Value	Notes
<input type="checkbox"/>	Comment	Selected Major Course	



# Top 10 Things About Degree Works

- 1-Color, Color, Color!

College of Business Core						Academic Year: 201
						GPA: 3.1
<b>INTRODUCTION TO ACCOUNTING</b>						
<input checked="" type="checkbox"/>	Intro to Financial and Managerial Accounting	ACC 201 Satisfied by ACC 211 Satisfied by	Intro to Financial Accounting ACC201 - Int Financial Acct - Missouri State Univ-West Plain Intro to Managerial Accounting ACC211 - Intro Mangrl Acctg - Missouri State Univ-West Plain	TA TB	3 3	Fall 2014 Fall 2014
<input type="checkbox"/>	Critcl/Creatv Thinkng Using IT	Still Needed: 1 Class in CIS 200				
<input checked="" type="checkbox"/>	Financial Management	FIN 380	Financial Management	C	3	Spring 2014
<input checked="" type="checkbox"/>	Legal Environment of Business	LAW 231 Satisfied by	Legal Environment of Business LAW231 - Legal Environment of Business - Missouri State Univ-West Plain	TB	3	Fall 2014
<input checked="" type="checkbox"/>	Debt/Credit Rights & Remedies	LAW 332	Debt/Credit Rights & Remedies	A	1	Spring 2014
<input checked="" type="checkbox"/>	Business Communication	MGT 286 Satisfied by	Business Communications MGT286 - Business Communicat - Missouri State Univ-West Plain	TB	3	Fall 2014
<input checked="" type="checkbox"/>	Organizational Behavior Mgt	MGT 340	Organizational Behavior Mgt	B	3	Spring 2014
<input type="checkbox"/>	Strategic Mgt and Policy	Still Needed: 1 Class in MGT 487				
<input checked="" type="checkbox"/>	Principles of Marketing	MKT 350	Principles of Marketing	RG	(3)	Fall 2014
<input checked="" type="checkbox"/>	Basic Business Statistics	QBA 237 Satisfied by	Basic Business Statistics QBA237 - Basic Bus Stats - Missouri State Univ-West Plain	TA	3	Fall 2014
<b>INFORMATION SYSTEMS</b>						
<input type="checkbox"/>	Information Systems in Bus	Still Needed: 1 Class in CIS 429*				
<b>OPERATIONS MANAGEMENT</b>						
<input checked="" type="checkbox"/>	Operations Management	MGT 364	Operations Management	RG	(3)	Summer 2014

# Major System Initiatives

- **College Scheduler (trial schedule)**
  - Faculty/staff access through Teaching & Advising tab
  - **Target date:**
    - Originally implemented summer 2011
    - Upgrade went live last week (8/21/2014)

# New Features

- Ability to preview schedules

<input checked="" type="checkbox"/>	Course	Options	Info	
<input checked="" type="checkbox"/>	AGR 157	<a href="#">View/Edit</a>		
<input checked="" type="checkbox"/>	AST 114	<a href="#">View/Edit</a>		
<input checked="" type="checkbox"/>	CFD 155			
<input checked="" type="checkbox"/>	HST 121			
<input checked="" type="checkbox"/>	PHI 110			
<input checked="" type="checkbox"/>	REL 100			

<input checked="" type="checkbox"/>	Name	Days	
<input checked="" type="checkbox"/>	<a href="#">Lunch</a>	MTWRF	1
<input checked="" type="checkbox"/>	<a href="#">Work</a>	MTWRF	5

	M	T	W	Th	F
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

**Schedules**

	#	
<a href="#">View</a>	1	

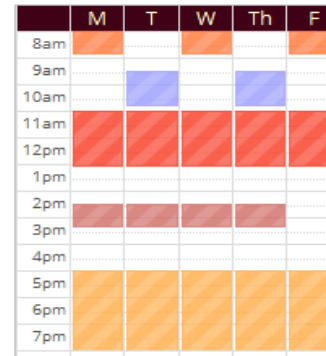
  

AGR-157-45013, CFD-155-40580, Lunch, Work, AST 40890, REL-100-44112, HST-121-40999

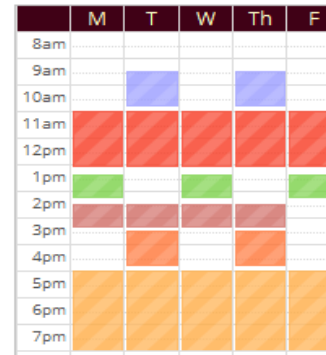
# New Features

	#		Compare	
<a href="#">Compare</a>	Checkmark Up to 4 Schedules and Click "Compare"			
<a href="#">View</a>	1		<input checked="" type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 40890, REL-100-44112, HST-121-40999
<a href="#">View</a>	2		<input type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 40890, REL-100-44112, HST-121-43188
<a href="#">View</a>	3		<input type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 40890, REL-100-44112, HST-121-46641
<a href="#">View</a>	4		<input checked="" type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 40890, REL-100-44458, HST-121-40999
<a href="#">View</a>	5		<input checked="" type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 40890, REL-100-44458, HST-121-43188
<a href="#">View</a>	6		<input type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 47512, REL-100-44112, HST-121-40999
<a href="#">View</a>	7		<input checked="" type="checkbox"/>	AGR-157-45013, CFD-155-40580, Lunch, V 47512, REL-100-44112, HST-121-43188

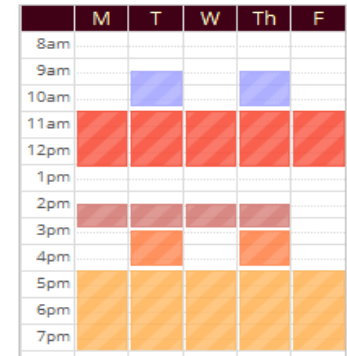
- Ability to Compare potential Schedules



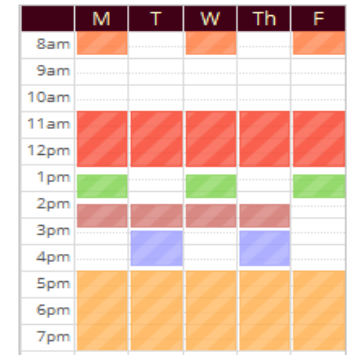
[Open Schedule # 1](#)



[Open Schedule # 5](#)



[Open Schedule # 4](#)



[Open Schedule # 7](#)

[Close Compare](#)

# New Features

- **Send to Cart button**

View Schedule #5 - Fall 2014

Print Page Send To Cart Close Schedule

**\*You are viewing a potential schedule only and you must still register.**

More Info	CRN	Subject	Course Number	Section	Open Seats	Day(s) & Time(s)	Date	Location (s)	Campus	Credits
<a href="#">i</a>	45013	AGR	157	001	20				Springfield, MO	3
<a href="#">i</a>	40580	CFD	155	300	48				Springfield, MO	3
<a href="#">i</a>	41070	AST	114	001	61	MTWTh - 2:30pm - 3:20pm	8/18/2014 - 12/11/2014	TEMP 0001	Springfield, MO	4
<a href="#">i</a>	40890	PHI	110	002	1	TTh - 9:30am - 10:45am	8/19/2014 - 12/11/2014	STRO 0201	Springfield, MO	3
<a href="#">i</a>	44458	REL	100	011	12	TTh - 3:30pm - 4:45pm	8/19/2014 - 12/11/2014	STRO 0200	Springfield, MO	3
<a href="#">i</a>	43188	HST	121	005	1	MWF - 1:25pm - 2:15pm	8/18/2014 - 12/10/2014	STRO 0203	Springfield, MO	3
										19

# New Features

- Registration Cart
- Students can register for all chosen courses at one time

## Schedule Planner Registration Cart

The classes listed below are only a potential schedule. After clicking the **Register** button, etc.) that may have prevented you from being registered in the course(s).

### *Classes that will be Registered*

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	40580	CFD	155	300	Prin of Human Development	-
<input checked="" type="checkbox"/>	40890	PHI	110	002	Introduction to Philosophy	-
<input checked="" type="checkbox"/>	40999	HST	121	899	United States to 1877	-
<input checked="" type="checkbox"/>	41070	AST	114	001	Survey of Astronomy	-
<input checked="" type="checkbox"/>	44112	REL	100	001	Introduction to Religion	-
<input checked="" type="checkbox"/>	45013	AGR	157	001	Prncples/Ag Mechanization	-

# Major System Initiatives

- **Wait listing (registration system enhancement)**
  - Background
  - Wait listing Task Force
  - **Target date:** spring 2015 (for summer/fall 2015 registration)



Banner  
Registration  
Waitlisting  
Switch



# Major System Initiatives

## Application to Graduate

- **New system more efficient**
  - 15 employees/5 days to 6 employees/2 days
- **Advisors receive emails each time an advisee submits an application**
- **We review and post Advising Notes for every student**
- **Use internal and advising notes during clearance**
- **Able to immediately post degrees for student with no deficiencies**
  - Release transcripts more quickly

- **Able to code in system which allows quicker communication with students that have deficiencies (via email and letter)**
- **Print diplomas in-house one week after commencement**
- **Offer diploma delivery options**
- **Target date:**
  - Went live October 2013
  - Enhancement - include graduate students beginning in October 2014

# Major System Initiatives

## Electronic transcripts

- Began charging \$5/transcript January 2013
- Goal to move to secure, electronic delivery of transcripts
- **Target date:**
  - National Student Clearinghouse Electronic Transcript Exchange network implemented October 2013
  - Upgrades are continuing

# Major System Initiatives

## Refund & Drop Deadlines (dynamic web page)

Provides deadline dates for each refund threshold and a last day to drop based on the section's Part of Term.

- **Class schedule search view (shown)**

Academic Period: Fall 2014							Deadline Dates					
CRN	Subj	Numb	Sec	Title	Part of Term	Start	End	End of 100%	End of 75%	End of 50%	End of 25%	Drop Day
40415	ACC	201	001	Intro to Financial Accounting	Full Term	08/18/14	12/11/14	08/22/14	08/29/14	09/15/14	10/15/14	11/07/14
45345	ACC	201	392	Intro to Financial Accounting	Second Block	10/13/14	12/11/14	10/17/14	10/24/14	10/30/14	11/07/14	11/18/14

- **Student view – registered sections**
- **Instructor view – assigned sections**
- **Target date: October 2014**

# Future System Updates

- **Banner XE Upgrade** – the most recent major upgrade of Banner has significant improvements in class schedule building, faculty grading entry, registration, and more.
- **Mobile registration app** – as the world moves more to transactions being completed via smart device, this enhancement will be needed. It is also available with Banner XE.
- **Workflow** – a plan to convert predominantly manual and paper processes into electronic workflows, example are student registration requests, requesting permissions and overrides; and initiating mixed credit/senior permission approvals.
- **Integrating forms with Banner** – transition existing forms that are independent of Banner to be integrated with the student system (e.g., grade change authorization, reporting non-attendance, instructor drop, etc.)

# Major Processes of the Office Relevant to You

- [Reporting non-attendance](#) and [instructor drops](#)
- **Grading** – approx. 80,000 grades submitted per semester, only 3% not on time
- **Administrative drops** (prerequisite, instructor, academic suspension)

# Major Processes

- **Dropping a class**
  - [refund schedule](#)
  - [drop deadline](#)
  - [exceptions](#)
  - [withdrawals](#)
  - [incomplete grades](#)
- [Tuition refunds](#)

# Major Processes

- **Bear Return**
- **Proactive Registration**
- **DG/DX holds and processes**
- **Projected Course Offerings**



# FY 2014 Highlights

## Major/Minor and Substitutions:

Major/Minor Activity	4,646
Substitutions (Exceptions)	6,798

# FY 2014 Highlights

## Transcripts Processed:

Quantity Processed (previous system): 0

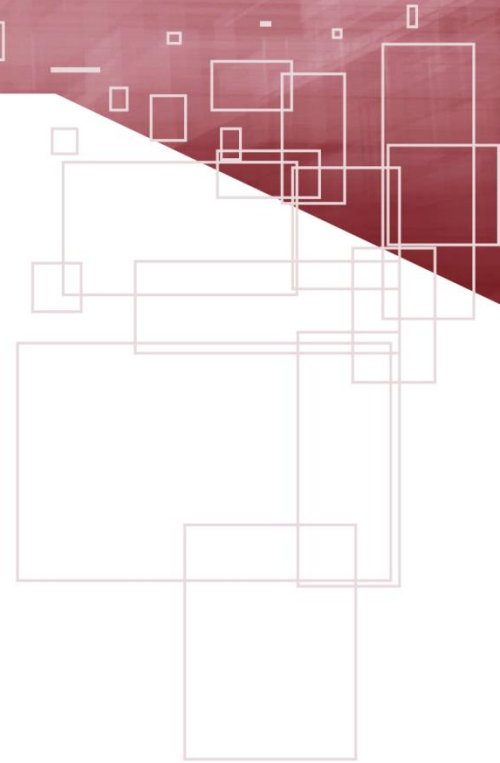
Quantity Processed (current system\*): 35,697

**Total Transcripts Processed\*\*\*: 35,697**

Total Revenue Collected\*^: \$143,995

Number of Students for whom  
Transcripts were Processed\*: 18,906

Avg No of Copies per Student\*\*\*: 1.89



# FY 2014 Highlights

## Transcripts by Delivery Method:

Collected in Person	3,687	11.7%
ETX	2,184	6.9%
Faxed	1,282	4.1%
Mailed	24,387	77.3%
Transcripts Processed by Microfiche:	475	1.5%
Transcripts Processed for Next Day Delivery:	279	0.9%

# FY 2014 Highlights

## Address and Name Changes\*:

Address Changes	4,571
Name Changes	719

## Grade Changes and Enrollment Verification Letters

Grade Changes**	6,986
Enrollment Verification Letters***	2,528

# FY 2014 Highlights

**Total Students:** 27,384

**Web Registrations:**

Initial 21,098

Changes 17,958

Total Web Registrations 23,168

**In-Person Registrations:**

Initial 2,284

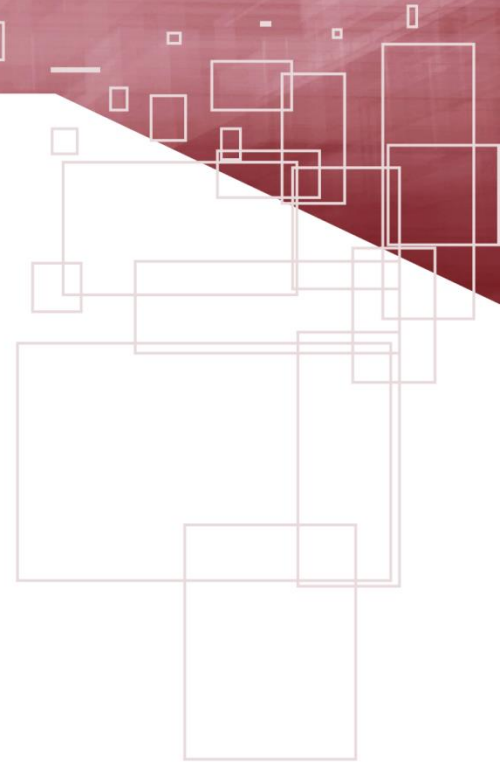
Changes 10,994

Total In-Person Registrations 13,264

**Percentage of Web vs In-Person Registrations:**

Web Percentage of Total 64%

In-Person Percentage of Total 36%



# FY 2014 Highlights

<b>Current Veteran Student Headcount*:</b>	<b>755</b>	
<b>Receiving Benefit and/or Tuition Assistance</b>	<b>425</b>	<b>56.29%</b>
Receiving Veteran Benefit Only	343	45.43%
Receiving Dependent Benefit Only	17	2.25%
Receiving Tuition Assistance Only	33	4.37%
Receiving Vet Benefit & Tuition Assistance	32	4.24%
Receiving Dep Benefit & Tuition Assistance	0	0.00%
<b>Not Receiving Benefit or Tuition Assistance</b>	<b>330</b>	<b>43.71%</b>
Deployed Veterans Not Receiving Benefits**	0	0.00%
Veterans Who've Exhausted Benefits**	0	0.00%
Veterans Awaiting VA Benefits Certification**	34	4.50%

# Training Opportunities

- **Class schedule building**
- **[FERPA](#) (online)**
- **Systems**
  - Projected Course Offerings
  - Degree Audit
- **If you have training needs, let us know.**

# Contact

- Phone: 65520
- Email: [registrar@missouristate.edu](mailto:registrar@missouristate.edu)
- Website: [www.missouristate.edu/registrar](http://www.missouristate.edu/registrar)
- Facebook: <http://www.facebook.com/MissouriStateRegistrar>
- YouTube:  
<http://www.youtube.com/channel/UCSsRwFklet9ht4e7t3xBzWA>  
(search YouTube for “Missouri State Registrar”)

**Thank you for your time!**  
**Questions?**